



Montana Prevention

WITS User Guide

June 2016

WITS Team

FEi Systems

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Overview and Introduction

Montana WITS is an internet based data collection and reporting system sponsored by the State of Montana.

- Allows the State and their Prevention Contractor (Boyd Andrews Management Services – BAMS) to establish an electronic mechanism for their Prevention Providers to use to record information related to the State's Prevention efforts.
- Allows the Prevention Providers to record information related their local Prevention plans and efforts.
- Will produce Prevention SA Block Grant reports (required as part of the block grant award) from the data entered by the Prevention Providers.

This Prevention WITS User Guide is intended for the Montana Prevention Providers and Specialists who will be documenting Prevention Plans, Planned Strategies and associated Strategy Implementations.

Topics covered in this guide include:

- Montana WITS Environments
- WITS Prevention Workflow
- Logging into WITS
- WITS Prevention Plan and Planned Strategies
- Implemented Strategies
- Frequently Asked Questions \ Steps To Resolve

Section 1. Accessing Montana WITS environments

Authorized prevention providers \ specialists will be able to access both a training and production site for Montana WITS Prevention functions. Access to these environments needs to be granted by the WITS Administrators.

1.1 Montana WITS Training Environment

The Montana WITS Training environment is used for:

- User acceptance testing
- Training
- Creation and testing of SSRS reports

The Montana WITS Training site URL: <https://mt-training.witsweb.org>

1.2 Montana WITS Production Environment

The Montana WITS Production environment is used for:

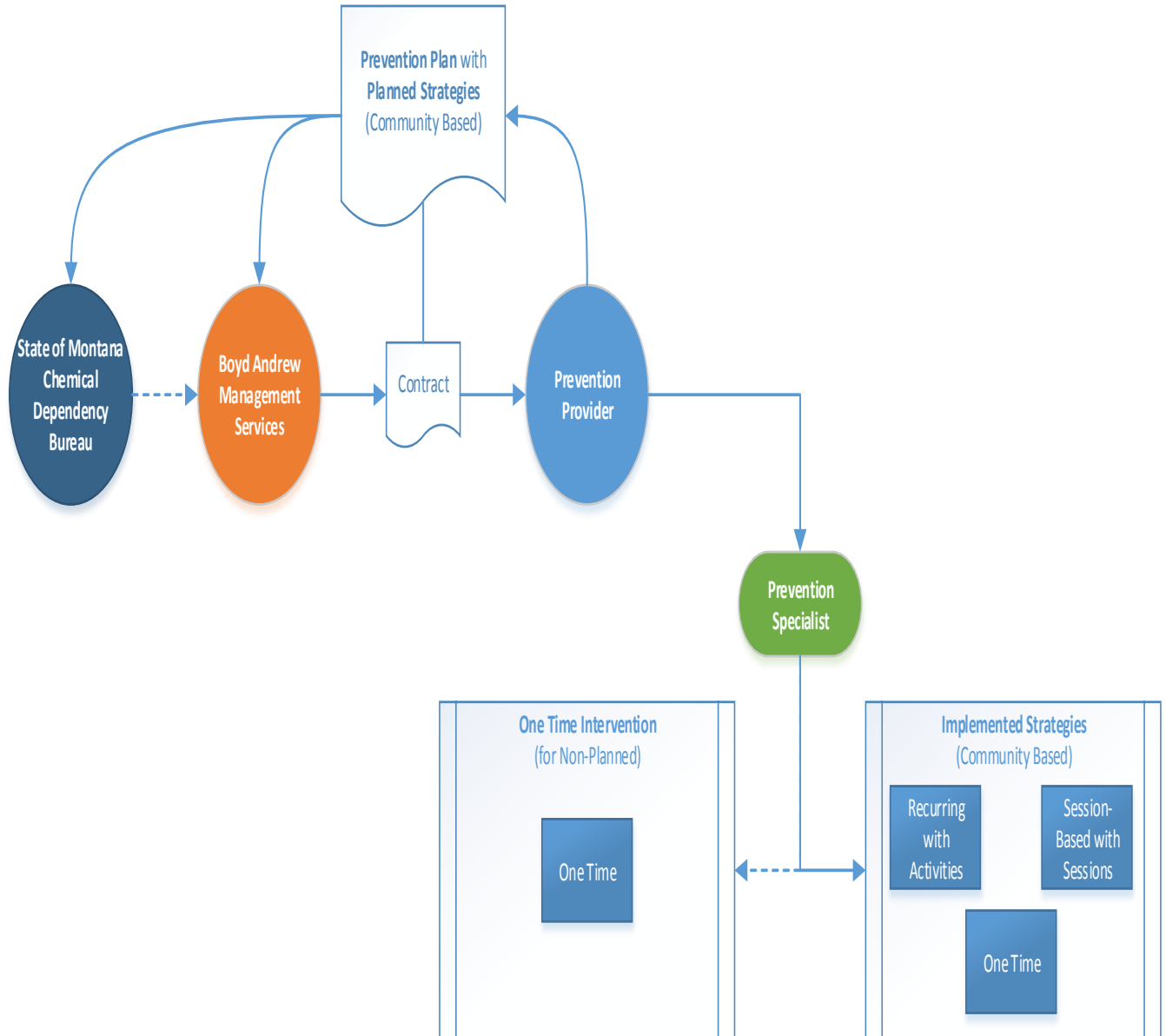
- Implementing Montana's Prevention Data Collection process
- Running SSRS reports

The Montana WITS Production site URL: <https://mt.witsweb.org>

****Note:** production site will not be available until late June 2016

Section 2. Montana Prevention Overview

2.1 WITS Montana Prevention Process Flow



2.2 WITS Prevention Terminology

Item	Definition / Guideline
WITS Activities	Steps taken to implement a strategy with a WITS recurring frequency type.
WITS Agency	The legal entity that a provider operates within. Some people refer to this as 'Provider'. In Montana these are the agency providers that hold contracts with Boyd Andrew Management (i.e. Western Montana Addiction Services or District II Drug and Alcohol Services)
Evidence Based Type	Documentation of Evidence-Based Programs, Strategies and Interventions has to meet 1 or more of the following criteria: <ol style="list-style-type: none"> 1. Evidence based: Inclusion in a Federal List or Registry of evidence-based interventions 2. Evidence based: Being reported (with positive effects) in a peer-reviewed journal 3. Evidence based: Documentation of effectiveness based on the following guidelines
WITS Facility	The location (building) that an Agency / Provider uses to provide services or track Prevention Plans. A provider can have more than one facility. In Montana, this refers to the Prevention Specialist, the County they serve, and the grant funding. i.e. Kim M. at Beaverhead for BG as one Facility and Kim at Beaverhead for PFS as a second Facility.
Goals	Goal statements typically articulate the long-term impact that a community wants to see, such as a reduction in the percentage of young adults who abuse prescription drugs to get high. In Montana, these refer to the "Problem" in the first blue column.
Objectives	Objective statements address the risk, protective and causal factors related to the goal and how a community might reach that goal, such as increasing the awareness of young adults regarding the danger and harm related to prescription drug abuse. In Montana, Objectives are referring to the "Factors" in the first red column
Outcome Indicators	Measures that indicate progress towards reaching goals and objectives. In Montana, "Outcome Indicators" are referring to the "Process" "Impact" "Short" and "Long" term outcome measures in the last 4 columns (Green, White, Red, and Blue respectively).
Socioecological Domain	One or more of five global prevention domains: community, school, family, peer and individual. In Montana, your associated domains can be found in parentheses after the "Factors" you chose from the drop down menu.
Strategy	Interventions, programs and approaches that address goals and objectives. In Montana, "Strategy" is referring to our actual activity and NOT the CSAP Strategy. CSAP Strategy will also be reported and appears by that title in the system WITS Types of Community Based Strategies: <ol style="list-style-type: none"> 1. One time strategy example is a media campaign. Even though

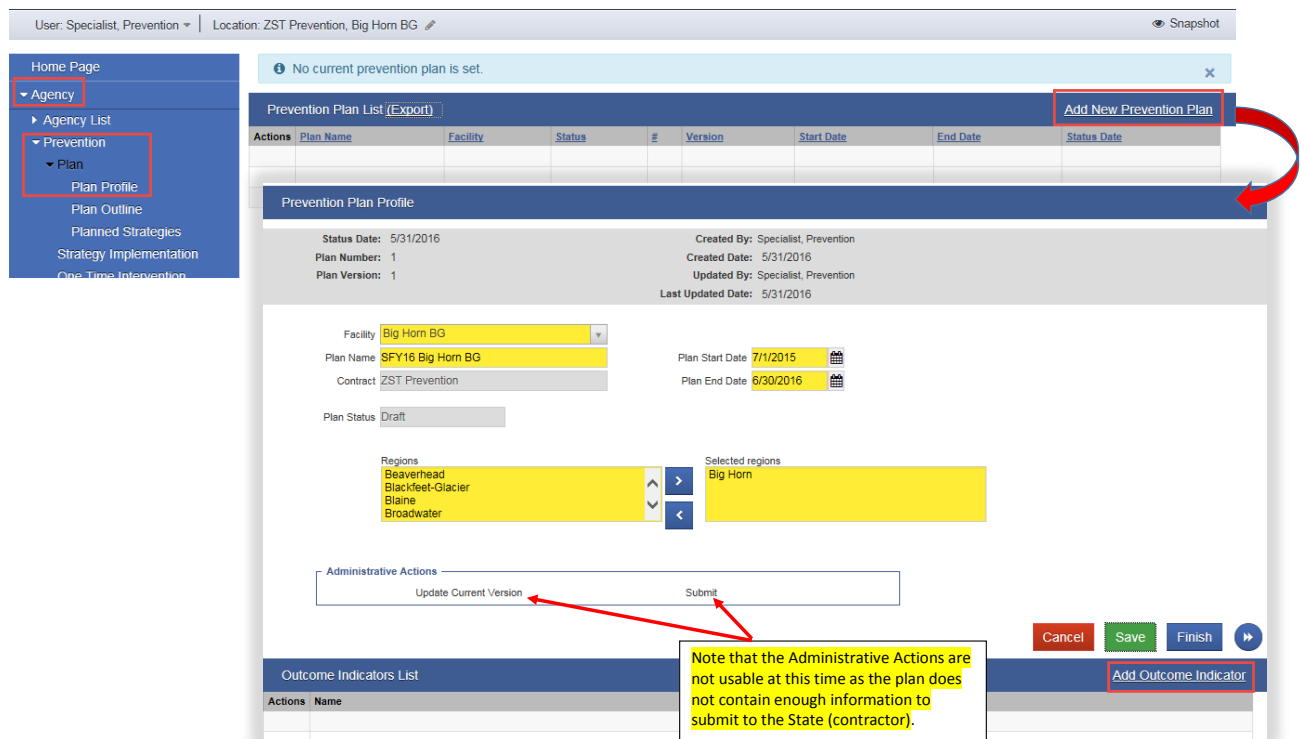
	<p>campaign runs numerous times, it has one primary message (e.g., parents do not allow your kids or their friends to drink at home).</p> <ol style="list-style-type: none">2. <u>Recurring</u> strategy example is building community readiness to address nonmedical use of prescription drug use.3. <u>Session based</u> strategy lends itself more towards a curriculum based prevention programs
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Section 3. Creating \ Updating the Prevention Plan

3.1 Entering a Prevention Plan

Montana Operational Note: Prevention plans should be set up based on logic models previously created. You may have created two logic models, one for consequence and one for consumption. Both of those will be entered into the same plan in WITS for each county and grant type (e.g. Block Grant, PFS).

1. From the Navigation menu, click on **Agency > Prevention > Plan**
2. You will be presented with the **Prevention Plan List**. First time creating a plan there will be no values in the list
3. Click on the **Add New Prevention Plan** link
4. You will be presented with the **Prevention Plan Profile**
5. Grey Context fields will display the Plan Number and the Plan Version, as well as information on when the plan was last updated.
6. Complete the required fields. The plan start date will be populated from the associated contract effective date but can be overwritten.
7. Ensure that the selected regions reflect only those region\counties that apply for this plan.
8. Plan Status will be 'Draft'
9. Click on the **Save** button, then click on the **Add Outcome Indicator** link to start entering outcomes.



User: Specialist, Prevention | Location: ZST Prevention, Big Horn BG | Snapshot

Home Page

- Agency
 - Agency List
 - Prevention
 - Plan
 - Plan Profile
 - Plan Outline
 - Planned Strategies
 - Strategy Implementation
 - One-Time Information

No current prevention plan is set.

Prevention Plan List (Export)

Actions	Plan Name	Facility	Status	#	Version	Start Date	End Date	Status Date

Add New Prevention Plan

Prevention Plan Profile

Status Date: 5/31/2016
Plan Number: 1
Plan Version: 1

Created By: Specialist, Prevention
Created Date: 5/31/2016
Updated By: Specialist, Prevention
Last Updated Date: 5/31/2016

Facility: Big Horn BG

Plan Name: SFY16 Big Horn BG

Contract: ZST Prevention

Plan Start Date: 7/1/2015

Plan End Date: 6/30/2016

Plan Status: Draft

Regions: Beaverhead, Blackfoot-Glacier, Blaine, Broadwater

Selected regions: Big Horn

Administrative Actions

Update Current Version | Submit

Cancel | Save | Finish

Add Outcome Indicator

Note that the Administrative Actions are not usable at this time as the plan does not contain enough information to submit to the State (contractor).

Plan Outcome Indicators and Goals

One plan may have multiple outcome indicators with associated goals and objectives.

- On the **Outcome Indicators** screen select the appropriate values. Notice that the first time you do this – the **Goals List** has no values.
 - These “Outcome Indicators” are referring to your Logic Model “Problems” from the first blue column.
- Click **Save** to save the outcome indicator, and then click the **Add Goal** link
- You will be presented with the **Goals** screen. The purpose of this screen is to capture long term goals. Target year typically is multiple years past the time when the prevention plan is implemented.
 - These “Goals” are referring to the “Long” term outcomes in your Logic Model from the last blue column.
- Complete required fields and click **Save**
- Click the **Add Objectives** link

Problem

Long

The next page shows the Objectives screen that is presented

Outcome Indicators

Plan Name: SFY16 Big Horn BG

Plan Status: Draft

Plan Number: 1

Plan Version: 1

Outcome Indicators

30-day alcohol use
30-day cigarette use
30-day other tobacco products use
30-day marijuana use
30-day illegal drug use
Age of First Use of Cigarettes
Age of First Use of Tobacco Other than Cigarettes
Age of First Use of Marijuana or Hashish
Alcohol Related Traffic Fatalities
Alcohol-and Drug-Related Arrests

Selected Outcome Indicators

Age of First Use of Alcohol

Cancel

Save

Finish

Goals List

Add Goal

Actions	Name	Direction of Change	Substance(s)	Target Population(s)	Location(s)
Goals					

Plan Name: SFY16 Big Horn BG

Plan Status: Draft

Plan Number: 1

Plan Version: 1

Outcome Indicator(s): Age of First Use of Alcohol

Goal # 1

Name

Increase age of first use Alcohol

Target Year

2020

Direction of Change

Increase

Number

21.00

Type

Digit

Data Source

SPF-SIG Survey

Substances

01-None
03-Cocaine/Crack
04-Marijuana/Hashish/THC
05-Heroin

Selected Substances

02-Alcohol

Target Population

Age 65 and older
Ages 21-24
Ages 25-44
Ages 45-64

Selected Target Population

Ages 0-4
Ages 12-14
Ages 15-17
Ages 18 -20

Comments

Cancel

Save

Finish

Objectives List

Add Objective

Actions	Number	Type	Factors

Plan Objectives

There can be many Objectives (Factors) for one Goal ("Long" range outcome) of a Prevention Plan.

Note: The gray context field at the top of the screen now shows information from the **Goal** that the **Objective** is associated with.

- Complete any required field and comments you may have for this objective.
 - In Montana, the "Name" should be identical to the Risk Factor/Protective Factor/Causal Factor.
 - Additionally in Montana, there should be ONLY ONE "Selected Factor" for each "objective"
- Objective Type has 3 values; this content is part of the Code Tables maintained by the State.
 - Risk Factor (RF in logic model)
 - Protective Factor (PF in logic model)
 - Causal Factor (CF in logic model)
- Choose the values that are the most appropriate for this objective.
- Click on **Save** or **Finish** to save your Objective. **Finish** will return you to the Goals and Objectives List screen

Objectives

Plan Name: SFY17 ZST Prevention
Plan Status: Draft
Plan Number: 2
Plan Version: 3

Outcome Indicator(s): Riding with a drinking driver
Goal: Riding with a drinking driver
Direction of Change: Decrease
Substance(s): Alcohol
Target Population(s): Ages 0-4, Ages 12-14, Ages 15-17, Ages 18 -20, Ages 21-24, Ages 5-11

Objective # 1.1
Name Sources of Obtaining Alcohol
Objective Type Causal Factor

Factors
Age of Initiation
Perceived Harmfulness of Drugs
Average Age of First Substance Use
Heavy ATOD and Antisocial Behaviors

Selected Factors
Sources of Obtaining Alcohol

Comments

Contributing Factors are not required. Do not need to enter this information

Cancel
Save
Finish

Contributing Factors List

Add Contributing Factor

Actions	Number	Contributing Factor(s)

3.2 Prevention Plan Outline

1. From the navigation menu click [Agency > Prevention > Plan > Plan Outline](#) to view the [Prevention Plan Outline](#) screen.
2. The Prevention Plan Outline provides an easy to use outline to populate your Prevention Plan with information.
3. The [Review](#) link is used to review existing information.
4. The [Delete](#) link is used to delete information that is no longer relevant.
5. The [Add Outcome Indicator](#) link is used to add a new outcome indicator to the plan.
6. The [Add Goal](#) link is used to add a new goal to the associated Outcome Indicator.
7. The [Add Objective](#) link is used to add a new objective to the associated goal.

User: Specialist, Prevention ▾

Location: ZST Prevention, Big Horn BG ✎

Snapshot

Home Page

▼ Agency

► Agency List

▼ Prevention

▼ Plan

Plan Profile

Plan Outline

Planned Strategies

Strategy Implementation

One Time Intervention

► System Administration

Prevention Plan

Plan Outline Finish ◀ ▶

Prevention Plan [\(Review\)](#) [Add Outcome Indicator](#)

Prevention Plan: SFY16 Big Horn BG

Version #: 1

Start Date: 7/1/2015

End Date: 6/30/2016

Outcome Indicator [\(Review\)](#) [Delete](#) [Add Goal](#)

Outcome Indicator(s): Age of First Use of Alcohol

Goal 1 [\(Review\)](#) [Delete](#) [Add Objective](#)

Goal: Increase age of first use Alcohol

Substance(s): Alcohol

Direction of Change: Increase

Target Populations(s): Ages 0-4, Ages 12-14, Ages 15-17, Ages 18-20, Ages 5-11

Objective 1.1 [\(Review\)](#) [Delete](#) [Add Contributing Factor](#)

Objective Name: Access to Alcohol

Factor(s): Perceived Availability of Drugs (CD)

Objective Type: Risk Factor

Objective 1.2 [\(Review\)](#) [Delete](#) [Add Contributing Factor](#)

Objective Name: Sponsored phone app to raise awareness of alcohol misuse

Factor(s): Opportunities for Prosocial Involvement (CD)

Objective Type: Protective Factor

Objective 1.3 [\(Review\)](#) [Delete](#) [Add Contributing Factor](#)

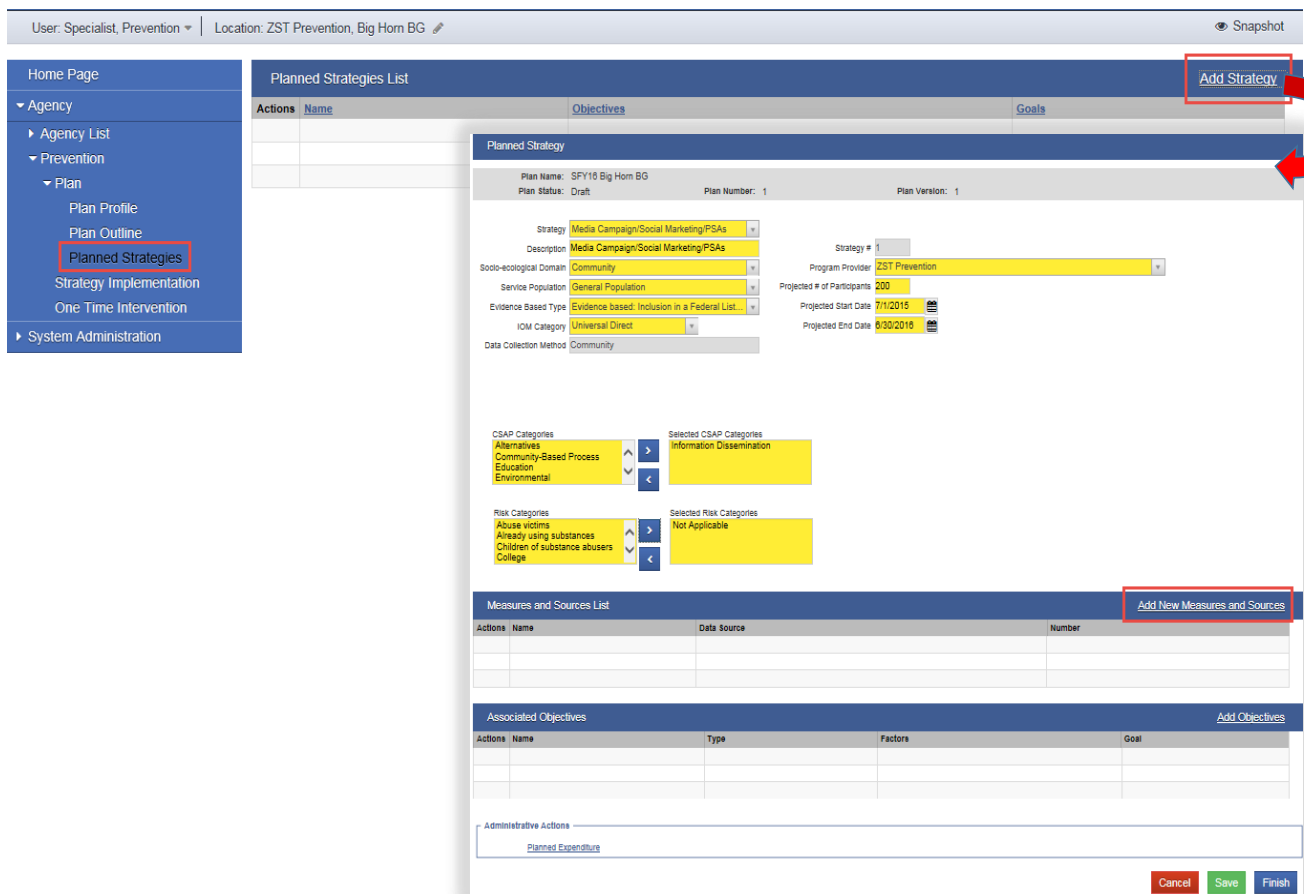
Objective Name: Retail Access Policy Changes

Factor(s): Sources of Obtaining Alcohol

Objective Type: Causal Factor

3.3 Entering Planned Strategies (remember that in Montana, these "Strategies" are the "activities" from your Action Plan and NOT the CSAP Strategies from your Logic Model)

1. From the navigation menu, click **Agency > Prevention > Plan > Planned Strategies**
2. The **Planned Strategies List** screen will display. Click on the **Add Strategy** link
3. You will be presented with the **Planned Strategy** screen
4. The **Strategy** selection values are determined by the State.
5. The **Program Provider** will default to the Prevention Provider keying the planned strategy.
6. **Projected Start Date** and **Projected End Date** must fall within the dates of the Plan start & end date.
 - a. In Montana, the **Projected Start Date** should match the start date of the plan
7. **IOM Category** will drive the values for **Data Collection Method**. **IOM Category** values of Universal Direct or Universal Indirect will set **Data Collection Method** to Community and read only. A value of Indicated will set the Data Collection Method to Individual with option to change.
8. Complete remaining required fields and click the **Save** button to save the Planned Strategy.
9. Click on the **Add New Measures and Sources** link to capture Measures\Sources for this Planned Strategy



User: Specialist, Prevention | Location: ZST Prevention, Big Horn BG | Snapshot

Home Page

- Agency
 - Agency List
 - Prevention
 - Plan
 - Plan Profile
 - Plan Outline
 - Planned Strategies**
 - Strategy Implementation
 - One Time Intervention
 - System Administration

Planned Strategies List

Actions	Name	Objectives	Goals

Add Strategy

Planned Strategy

Plan Name: SFY16 Big Horn BG
Plan Status: Draft
Plan Number: 1
Plan Version: 1

Strategy: Media Campaign/Social Marketing/PSAs
Description: Media Campaign/Social Marketing/PSAs
Socio-ecological Domain: Community
Service Population: General Population
Evidence Based Type: Evidence based: Inclusion in a Federal List...
IOM Category: Universal Direct
Data Collection Method: Community

Strategy #: 1
Program Provider: ZST Prevention
Projected # of Participants: 200
Projected Start Date: 7/1/2015
Projected End Date: 6/30/2016

CSAP Categories: Alternatives, Community-Based Process, Education, Environmental
Selected CSAP Categories: Information Dissemination

Risk Categories: Abuse victims, Already using substances, Children of substance abusers, College
Selected Risk Categories: Not Applicable

Measures and Sources List

Actions	Name	Data Source	Number

Add New Measures and Sources

Associated Objectives

Actions	Name	Type	Factors	Goal

Administrative Actions

Planned Expenditure

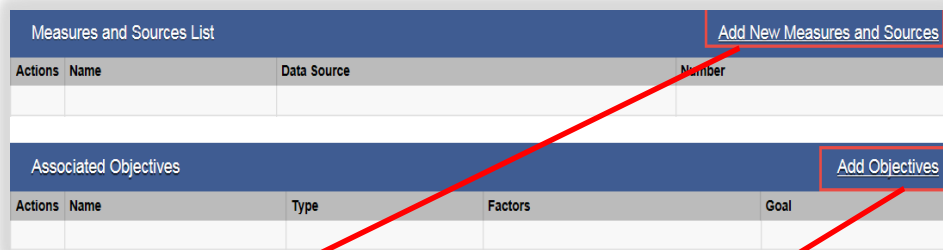
Cancel Save Finish

Measures and Sources \Associate Objectives With Planned Strategies

1. From the Planned Strategy screen, in the **Measures and Sources List** section - click on **Add New Measures and Sources** link.
2. You will be presented with the **Measures and Sources Profile**. Enter the information on measures that will be done for this planned strategy.
 - a. **In Montana, you must copy and paste your Short term outcome(s) from your Logic Model into the "Description" box on this page.**
3. Click on the **Finish** button to be returned to the Planned Strategy screen.

**** Montana Operational Note:** This information is captured for **short term** outcomes (e.g. Gather 8 pounds of drugs from a RX take back event, see a percentage change in pre/posttests, etc.)

4. From the Planned screen, in the **Associated Objectives** section, click on **Add Objectives** link.
5. You will be presented with the **Select Objectives** screen. These objectives came from the Plan Profile / Plan Outline.
6. Check off the Objectives that apply to this Planned Strategy and click the **Finish** button.

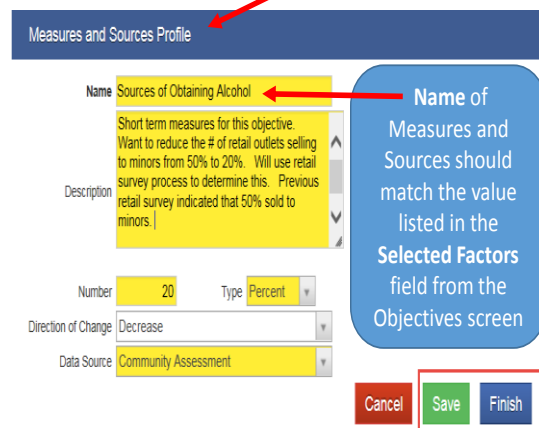


Measures and Sources List			
Actions	Name	Data Source	Number

[Add New Measures and Sources](#)

Associated Objectives				
Actions	Name	Type	Factors	Goal

[Add Objectives](#)



Measures and Sources Profile

Name: Sources of Obtaining Alcohol

Description: Short term measures for this objective. Want to reduce the # of retail outlets selling to minors from 50% to 20%. Will use retail survey process to determine this. Previous retail survey indicated that 50% sold to minors.

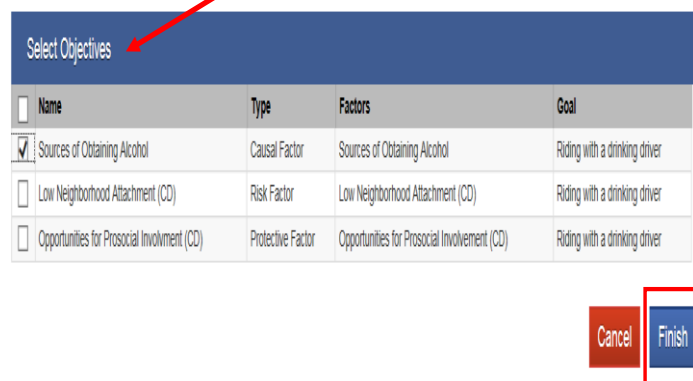
Number: 20 Type: Percent

Direction of Change: Decrease

Data Source: Community Assessment

Name of Measures and Sources should match the value listed in the Selected Factors field from the Objectives screen

Cancel Save Finish



Select Objectives

<input type="checkbox"/>	Name	Type	Factors	Goal
<input checked="" type="checkbox"/>	Sources of Obtaining Alcohol	Causal Factor	Sources of Obtaining Alcohol	Riding with a drinking driver
<input type="checkbox"/>	Low Neighborhood Attachment (CD)	Risk Factor	Low Neighborhood Attachment (CD)	Riding with a drinking driver
<input type="checkbox"/>	Opportunities for Prosocial Involvement (CD)	Protective Factor	Opportunities for Prosocial Involvement (CD)	Riding with a drinking driver

Cancel Finish

Entering Planned Expenditures

1. After entering Measures and Sources, and associated Objectives with your planned strategy, the information will appear as below.
2. Click on the **Save** button
3. Click on the [Planned Expenditures](#) link in the **Administrative Actions** box at the bottom of the screen to start entering planned expenditures for this strategy.

Planned Strategy

Plan Name: SFY16 Big Horn BG
Plan Status: Draft
Plan Number: 1
Plan Version: 1

Strategy: Media Campaign/Social Marketing/PSAs
Description: Media Campaign/Social Marketing/PSAs
Socio-ecological Domain: Community
Service Population: General Population
Evidence Based Type: Evidence based: Inclusion in a Federal List...
IOM Category: Universal Direct
Data Collection Method: Community

Strategy #: 1
Program Provider: ZST Prevention
Projected # of Participants: 200
Projected Start Date: 7/1/2016
Projected End Date: 8/30/2016

CSAP Categories
Alternatives
Community-Based Process
Education
Environmental

Selected CSAP Categories
Information Dissemination

Risk Categories
Abuse victims
Already using substances
Children of substance abusers
College

Selected Risk Categories
Not Applicable

Measures and Sources List

Add New Measures and Sources

Actions	Name	Data Source	Number
	Survey	Community Assessment	95.00

Associated Objectives

Add Objectives

Actions	Name	Type	Factors	Goal
	Access to Alcohol	Risk Factor	Perceived Availability of Drugs (CD)	Increase age of first use Alcohol
	Sponsored phone app to raise awareness of alcohol misuse	Protective Factor	Opportunities for Prosocial Involvement (CD)	Increase age of first use Alcohol

Administrative Actions

Planned Expenditure

Cancel

Save

Finish

1. You will be presented with the **Planned Expenditure List**. Use this to list your planned expenditures for this planned strategy. Planned expenditures will drive the Actual Expenditures on the implemented strategies – that information is used for Block Grant reporting.
2. Click on the **Add Planned Expenditure** link to add a new value.
3. You will be presented with the **Planned Expenditure Profile**. **In Kind Approx. Value** is where you list approximate amounts for donated monies or services.
4. The Funding Source Type drop down values are established by the State.
5. Complete required fields and click the **Save** button. The system will calculate a new **Total** for **Planned Expenditures** for this **Planned Strategy**.
6. If you wish to update an existing **Funding Source**, hover the cursor over the Actions pencil icon on the associated row and click on the **Edit** link.

Planned Expenditure List		Add Planned Expenditure
Actions	Funding Source	Amount
Total		\$0.00

Planned Expenditure Profile

Funding Source Type

Amount

In Kind Approx. Value

Finish

Funding Source Type Charitable

Amount \$2,000.00

In Kind Approx. Value

Cancel Save Finish

Planned Expenditure List

Add Planned Expenditure

Actions	Funding Source	Amount
	Block Grant	\$5,000.00
	Charitable	\$2,000.00
<div>Edit</div>		

Total \$7,000.00

Planned Expenditure Profile

Funding Source Type

Amount

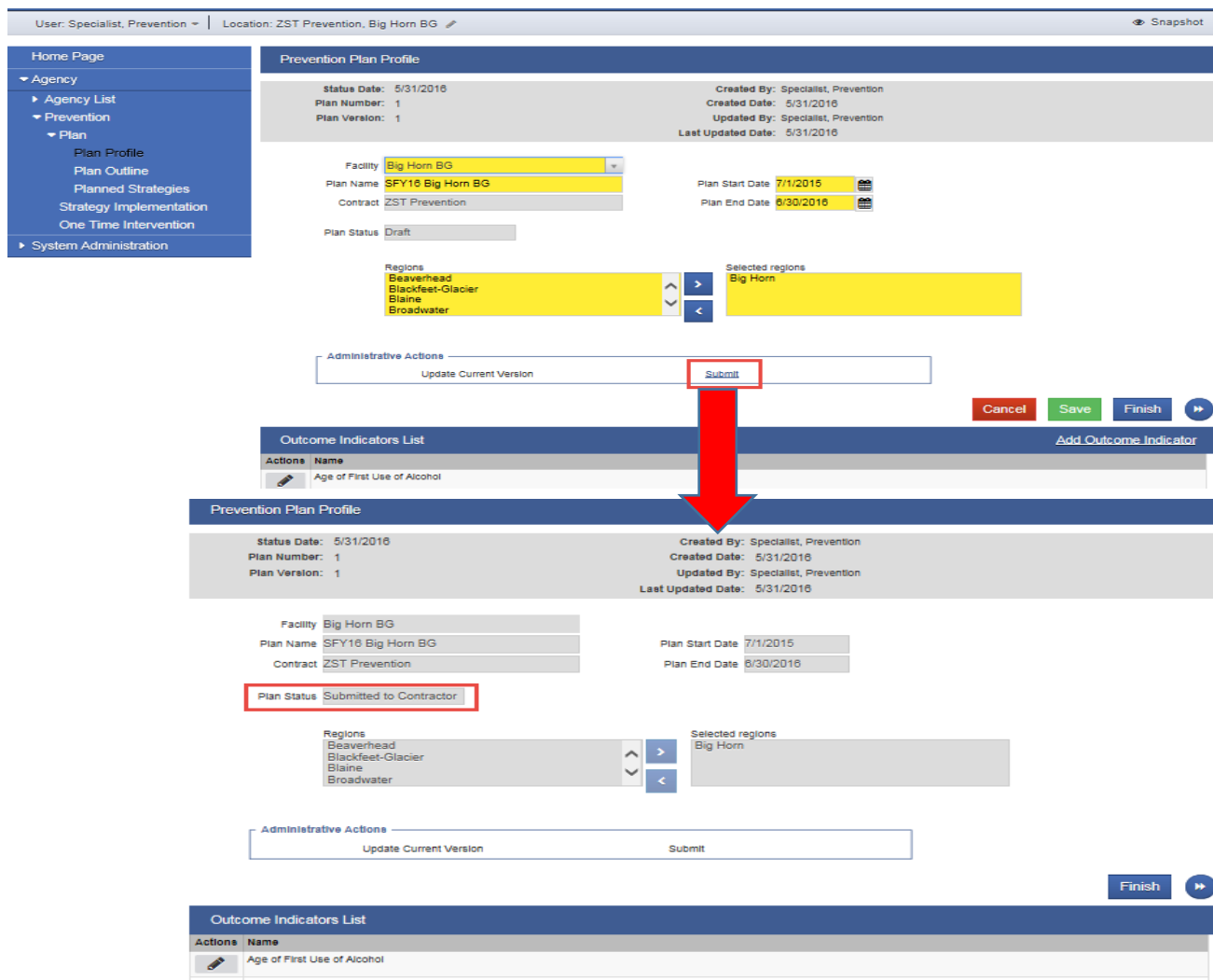
In Kind Approx. Value

Finish

3.4 Submitting Plan to BAMS

Now that the Prevention Specialist has completed the Prevention Plan and Planned Strategies – they have the ability to submit this info to BAMS - Boyd Andrews Management Services for review.

1. From the left navigation menu click on **Agency > Prevention > Plan** and select the plan that is ready to be sent to BAMS (State Contractor).
2. In the Administrative Actions, now have the ability to Submit as both the Plan and associated Planned Strategies are in place.
3. The Prevention Specialist clicks on Submit.
4. The system will change the status from 'Draft' to 'Submitted to Contractor'.
 - An email will be sent to the BAMS contact listed on the Prevention Provider's prevention contract that a plan is awaiting review.
 - The Prevention Specialist **can no longer update that version of the plan or planned strategies**—all fields will be grayed out



User: Specialist, Prevention | Location: ZST Prevention, Big Horn BG | Snapshot

Prevention Plan Profile

Status Date: 5/31/2016 | Created By: Specialist, Prevention
 Plan Number: 1 | Created Date: 5/31/2016
 Plan Version: 1 | Updated By: Specialist, Prevention
 Last Updated Date: 5/31/2016

Facility: Big Horn BG | Plan Start Date: 7/1/2015
 Plan Name: SFY16 Big Horn BG | Plan End Date: 6/30/2016
 Contract: ZST Prevention

Plan Status: Draft

Regions: Beaverhead, Blackfeet-Glacier, Blaine, Broadwater | Selected regions: Big Horn

Administrative Actions

Update Current Version | **Submit** | Cancel | Save | Finish

Outcome Indicators List

Actions	Name
	Age of First Use of Alcohol

Prevention Plan Profile

Status Date: 5/31/2016 | Created By: Specialist, Prevention
 Plan Number: 1 | Created Date: 5/31/2016
 Plan Version: 1 | Updated By: Specialist, Prevention
 Last Updated Date: 5/31/2016

Facility: Big Horn BG | Plan Start Date: 7/1/2015
 Plan Name: SFY16 Big Horn BG | Plan End Date: 6/30/2016
 Contract: ZST Prevention

Plan Status: Submitted to Contractor

Regions: Beaverhead, Blackfeet-Glacier, Blaine, Broadwater | Selected regions: Big Horn

Administrative Actions

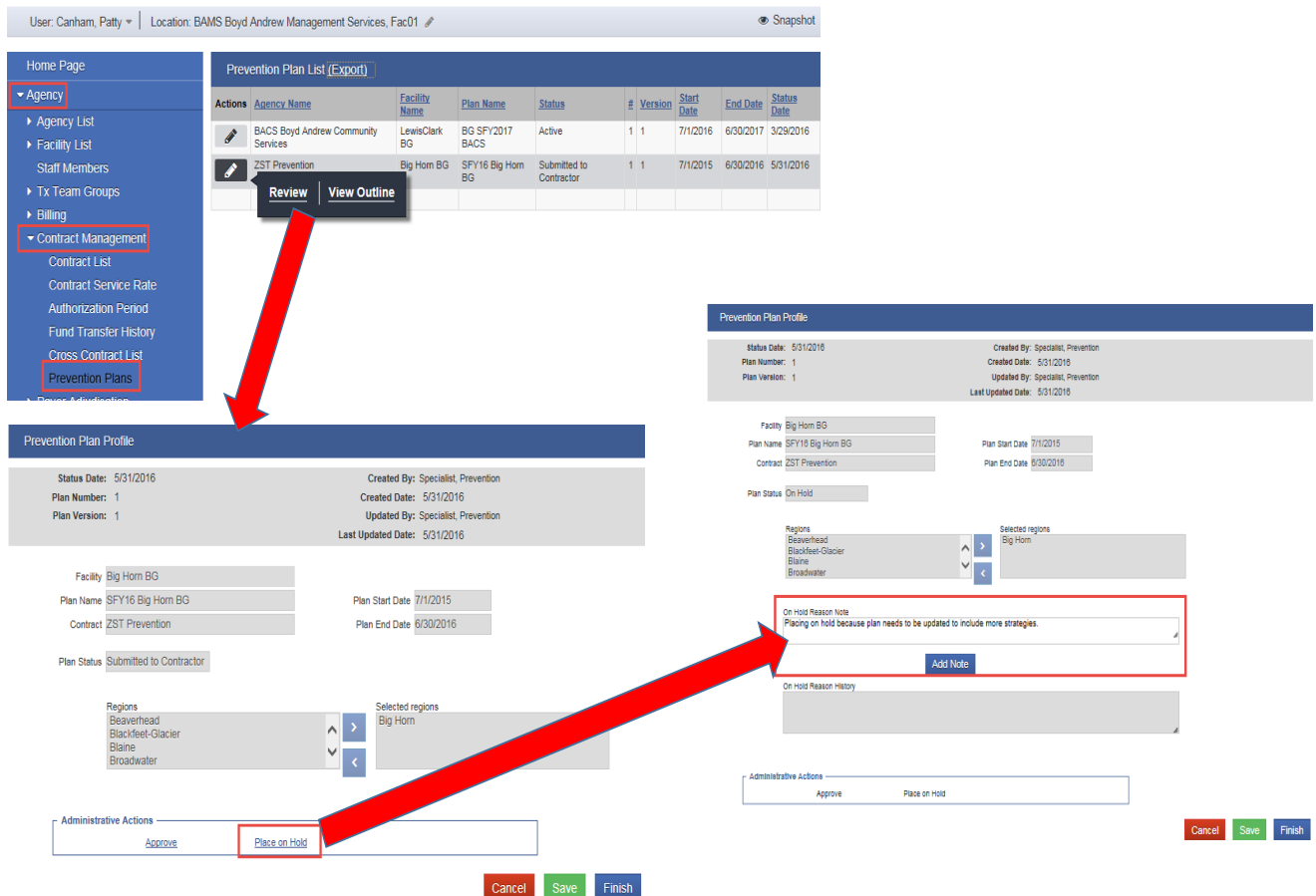
Update Current Version | Submit | Finish

Outcome Indicators List

Actions	Name
	Age of First Use of Alcohol

3.5 BAMS Review of Plan

01. BAMS will click on [Agency > Contract Management > Prevention Plans](#) to view status of plans from Prevention Providers.
02. BAMS will be presented with the [Prevention Plan List](#).
03. BAMS can use [Actions](#) links to review the Prevention Provider's submitted plan.
04. If BAMS is ready to approve, then they will click on the [Approve Administrative Action](#).
 - This will change the plan status to "Approved By Contractor".
 - BAMS will verbally communicate to the State that the plan is ready for the final (2nd level) of approval.
05. If BAMS is not ready to approve, then can use the [Place on Hold Administrative Action](#) to send concerns back to the Prevention Provider to address.
 - This will cause the "On Hold Reason Note" field to appear. BAMS will enter information that the Prevention Specialist needs to do before submitting the plan again.
 - Then BAMS needs to click on the [Add Note](#) button to ensure the notes become part of the plan history.
 - An email will be sent to the Prevention Provider's email contact (if listed) on the contract with this information. Contacts will be updated by the CDB Prevention Program Manager.
 - The status of the Plan will be "On Hold".



User: Canham, Patty | Location: BAMS Boyd Andrew Management Services, Fac01 | Snapshot

Home Page

- Agency
 - Agency List
 - Facility List
 - Staff Members
 - Tx Team Groups
 - Billing
 - Contract Management
 - Contract List
 - Contract Service Rate
 - Authorization Period
 - Fund Transfer History
 - Cross Contract List
 - Prevention Plans

Prevention Plan List (Export)

Actions	Agency Name	Facility Name	Plan Name	Status	#	Version	Start Date	End Date	Status Date
	BACS Boyd Andrew Community Services	LewisClark BG	BG SFY2017 BACS	Active	1	1	7/1/2016	6/30/2017	3/29/2016
	ZST Prevention	Big Horn BG	SFY16 Big Horn BG	Submitted to Contractor	1	1	7/1/2015	6/30/2016	5/31/2016

Review View Outline

Prevention Plan Profile

Status Date: 5/31/2016 Created By: Specialist, Prevention
Plan Number: 1 Created Date: 5/31/2016
Plan Version: 1 Updated By: Specialist, Prevention
Last Updated Date: 5/31/2016

Facility: Big Horn BG
Plan Name: SFY16 Big Horn BG
Contract: ZST Prevention
Plan Start Date: 7/1/2015
Plan End Date: 6/30/2016
Plan Status: On Hold

Regions: Beaverhead, Blackfeet-Glacier, Blaine, Broadwater
Selected regions: Big Horn

On Hold Reason Note: Placing on hold because plan needs to be updated to include more strategies.
Add Note

On Hold Reason History

Administrative Actions: Approve, Place on Hold

Cancel Save Finish

3.6 State Review \ Approval of Plan

State staff with the access role of d “Final Prevention Plan Approval” will be able to approve the prevention plans.

1. The State staff will be in the context (location) of BAMS and from the left navigation menu click on [Agency > Contract Management > Prevention Plans](#). Will be able to review the plan that needs final approval by hovering the cursor over the Actions Pencil icon and clicking on Review.
2. The [Final Approval](#) link will appear in the **Administrative Actions** box at the bottom of the Prevention Plan Profile screen.

User: Canham, Patty | Location: BAMS Boyd Andrew Management Services, Fac01 | Snapshot

Home Page

- ▼ **Agency**
- Agency List
- Facility List
- Staff Members
- Tx Team Groups
- Billing
- ▼ **Contract Management**
- Contract List
- Contract Service Rate
- Authorization Period
- Fund Transfer History
- Cross Contract List
- Prevention Plans**

Prevention Plan List (Export)

Actions	Agency Name	Facility Name	Plan Name	Status	#	Version	Start Date	End Date	Status Date
	BACS Boyd Andrew Community Services	LewisClerk BG	BG SFY2017 BACS	Active	1	1	7/1/2016	6/30/2017	3/29/2016
	ZST Prevention	Big Horn BG	SFY16 Big Horn BG	Submitted to Contractor	1	1	7/1/2015	6/30/2016	5/31/2016

Review | **View Outline**

Prevention Plan Profile

Status Date: 5/31/2016
Plan Number: 1
Plan Version: 2

Created By: Specialist, Prevention
Created Date: 5/31/2016
Updated By: Canham, Patty
Last Updated Date: 5/31/2016

Facility: Big Horn BG
Plan Name: SFY16 Big Horn BG
Contract: ZST Prevention

Plan Start Date: 7/1/2015
Plan End Date: 6/30/2016

Plan Status: Approved by Contractor

Regions: Beaverhead, Blackfeet-Glacier, Blaine, Broadwater
Selected regions: Big Horn

Summary of Plan Changes History
—Specialist, Prevention Added a Note to Version 2 On 5/31/2016 11:32:31 AM—
Adding more strategies to have a complete plan

Administrative Actions

Approve | Place on Hold | **Final Approval**

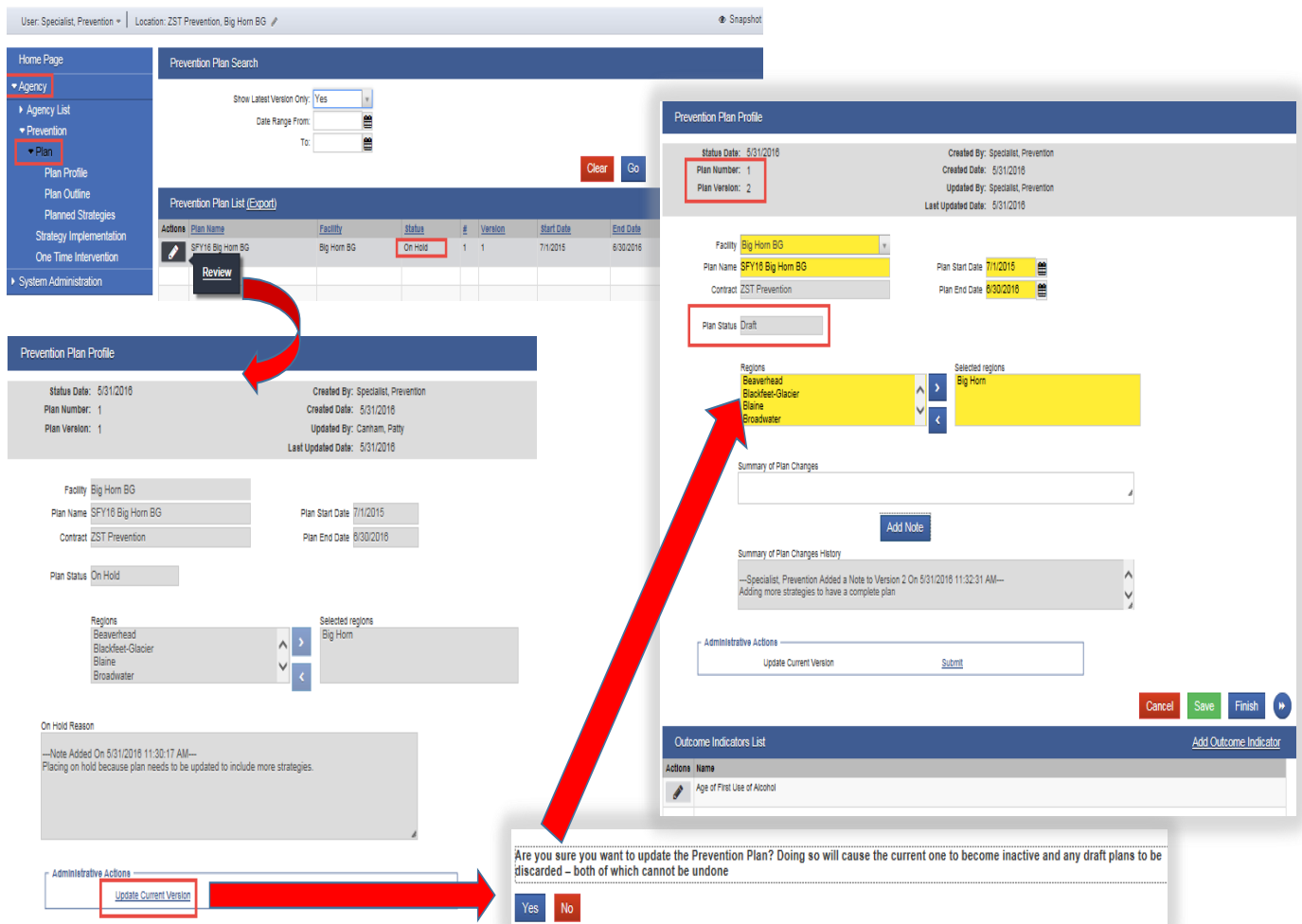
Cancel | Save | Finish

Outcome Indicators List

3.7 Creating a new version of the Plan

After the Prevention Provider receives the email notifying them that Prevention Plan is on hold – they go into WITS to **Agency > Prevention > Plan**.

1. In the **Prevention Plan List** – can see the 'On Hold' status.
2. Hover the cursor over the Actions pencil icon and click on the **Review** link.
3. The **Prevention Plan Profile** will be presented.
4. The Prevention Specialist then clicks on **Update Current Version** under **Administrative Actions**.
5. This will cause a prompt message "Are you sure..." to appear, click on the **Yes** button.
6. This will cause a new version of the plan to be created with a Draft status that the Prevention Specialist can update. Note that both the plan version and the plan status have changed. The Prevention Specialist will need to update the plan \ planned strategies and re-submit for approval
7. Implemented strategies can't be created until there is an active version of the plan.



The screenshot displays the WITS Prevention User Interface. The left sidebar shows the navigation menu with 'Agency' selected, leading to 'Prevention' and then 'Plan'. The main area shows the 'Prevention Plan List (Export)' table with one plan, 'SFY18 Big Horn BG', in 'On Hold' status. A red arrow points from the 'Review' link in the Actions column to the 'Prevention Plan Profile' window. The profile window shows the plan details: Facility 'Big Horn BG', Plan Name 'SFY18 Big Horn BG', Contract 'ZST Prevention', Plan Status 'Draft', and Plan Version '2'. A red arrow points from the 'Update Current Version' button in the 'Administrative Actions' section to a confirmation dialog box. The dialog box asks: 'Are you sure you want to update the Prevention Plan? Doing so will cause the current one to become inactive and any draft plans to be discarded – both of which cannot be undone'. The 'Yes' button is highlighted.

Section 4. Implemented Strategies – Community Based

4.1 Creating Community Based Implemented Strategies

1. Once a prevention plan has received all approvals and is in an “Active” status, the associated Community Based Implemented Strategies are created by clicking on [Agency > Prevention > Strategy Implementation](#) from the left navigation menu.
2. The [Strategy Implementation Search](#) and [Strategy Implementation List](#) sections are presented.
3. Click the [Add](#) link to add a new Strategy Implementation. You will be presented with the [Implementation Strategy Profile](#) screen (see next page).

User: Specialist, Prevention ▾
Location: ZST Prevention, Big Horn BG ✎
Snapshot

Home Page
▼ Agency
Agency List
▼ Prevention
Plan
Strategy Implementation
One Time Intervention
System Administration

Strategy Implementation Search

Date
Plan
Frequency
Strategy Name
Service Population
Strategy Description
CSAP Strategy
CSAP Activity

Clear
Go

Strategy Implementation List [\(Export\)](#)

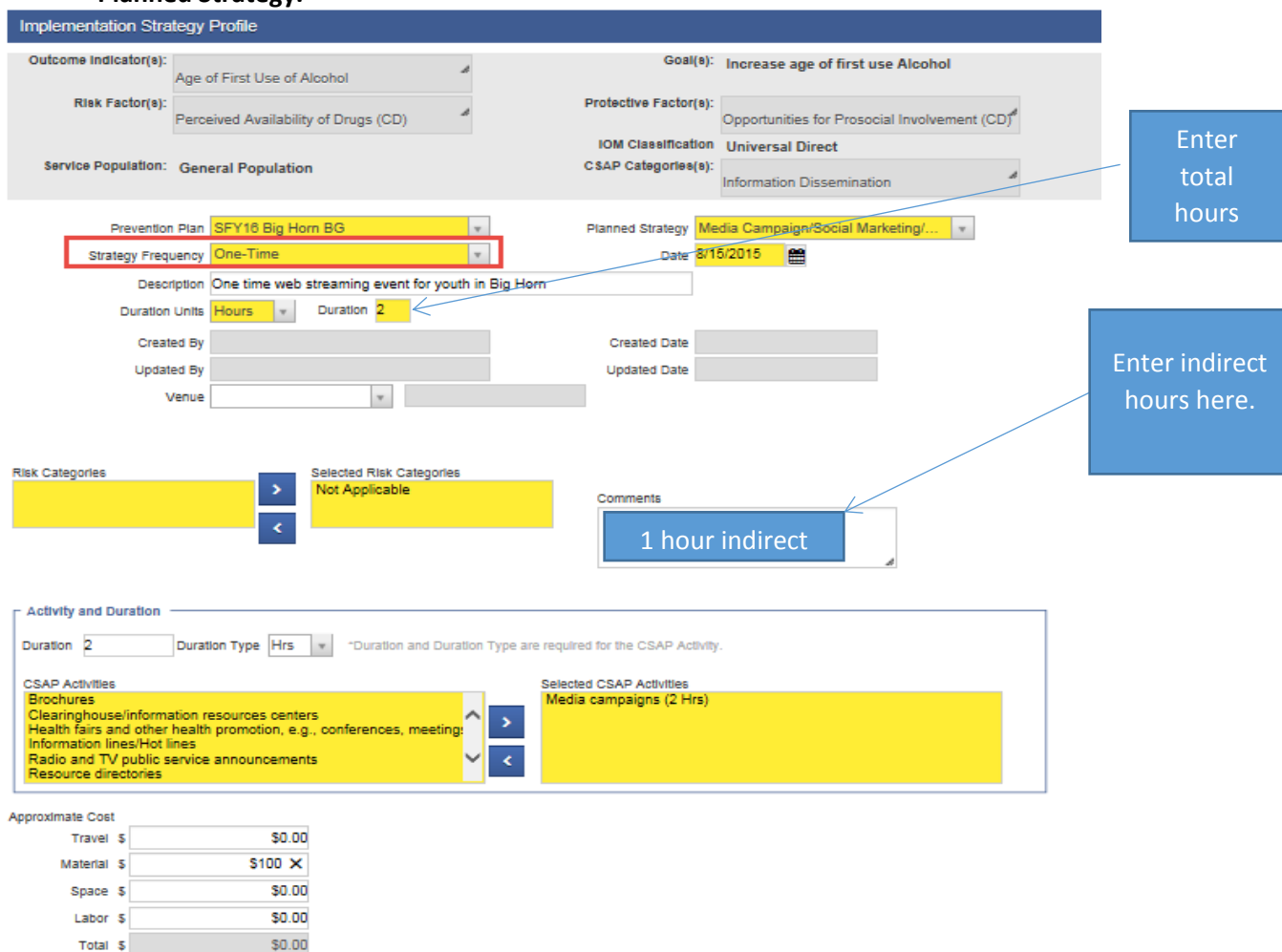
Add

Actions	Strategy Name	Frequency	Date	# of participants	Location	Strategy Description

4.2 One Time Frequency

A **One Time** frequency is used to capture strategy implementations that occurred one time. May see this for health fairs, speaking engagements, etc.

1. Choose a **Prevention Plan**, which will filter the **Planned Strategy** dropdown. When you select the **Plan** and **Planned Strategy** values that apply, the gray context information will be populated.
2. **Date** must fall within the dates of the selected Prevention plan
3. Enter the **Duration Units** and **Duration**. These values are compared to the entries made in the **Selected CSAP Activities** field – they need to match or you cannot save the record.
4. You must include any portion of the duration field that is indirect in the comments section as a number. i.e. "2.5 hours"
 - a. This means that if you spent 6 hours on the intervention including prep and the actual intervention combined, but you spent 3 hours preparing, you would put 6 (total hours) in the "duration" box and "3 hours" in the comment box to reflect the indirect time.
5. Enter the **Approximate Cost** fields. The total Approximate Cost of all the **Implemented Strategies** should not exceed the total of the **Planned Expenditures** done on the associated **Planned Strategy**.



Implementation Strategy Profile

Outcome Indicator(s): Age of First Use of Alcohol
 Risk Factor(s): Perceived Availability of Drugs (CD)
 Service Population: General Population
 Goal(s): Increase age of first use Alcohol
 Protective Factor(s): Opportunities for Prosocial Involvement (CD)
 IOM Classification: Universal Direct
 CSAP Categories(s): Information Dissemination

Prevention Plan: SFY18 Big Horn BG
 Planned Strategy: Media Campaign/Social Marketing/...
 Strategy Frequency: One-Time
 Date: 3/15/2015
 Description: One time web streaming event for youth in Big Horn
 Duration Units: Hours
 Duration: 2
 Created By:
 Created Date:
 Updated By:
 Updated Date:
 Venue:
 Risk Categories:
 Selected Risk Categories: Not Applicable
 Comments: 1 hour indirect
 Activity and Duration: Duration: 2, Duration Type: Hrs
 CSAP Activities: Brochures, Clearinghouse/information resources centers, Health fairs and other health promotion, e.g., conferences, meeting, Information lines/Hot lines, Radio and TV public service announcements, Resource directories
 Selected CSAP Activities: Media campaigns (2 Hrs)
 Approximate Cost: Travel \$0.00, Material \$100, Space \$0.00, Labor \$0.00, Total \$0.00

Enter total hours

Enter indirect hours here.

6. Enter the total (approximate) number of participants.
7. Using the grid, divide the same number of participants by:
 - a. Gender
 - b. Age
 - c. Ethnicity
 - d. Race

Approximate these counts as necessary.

8. When finished, click on the **Save** button.

NOTE: The total number of participants, as well as all breakouts by gender, age, ethnicity and race, must total the same number.

CENSUS INFORMATION: If you are working in a town or larger area, you may click the "Census Information" link, which will open a new browser for the [census website](#). You may obtain info from this website to type into WITS; then close the window

Impacted Target Population

Total number of participants		200	Census Information
Gender			
Male	100		
Female	100		
Unknown	0		
Age			
0-4	0	21-24	0
5-11	0	25-44	0
12-14	0	45-64	0
15-17	200	65 and over	0
18-20	0	Unknown	0
Ethnicity			
Hispanic or Latino		0	
Not Hispanic or Latino		200	
Unknown		0	
Race			
White		50	Asian 50
Black/ African American		50	American Indian/ Alaskan Native 50
Native Hawaiian/ Other Pacific Islander		0	More than one race 0
Race unknown or other		0	

Administrative Actions

Actual Expenditure

4.3 Session Based Frequency

Session-based strategies are much like one-time strategies, except that they will have certain fields captured on the profile screen, and other fields captured at each session. The differences are outlined in red

1. Choose a **Prevention Plan**, which will filter the **Planned Strategy** dropdown.
2. **Date Range** must fall within the dates of the Prevention plan.
3. Participant information will be populated from the Sessions screen. The Session with highest number of participants will have its population count appear here. This is to avoid duplicating participants for reporting.
4. After completing required fields click on the **Save** button.
5. Then click on the [Sessions Administrative Action](#).

Implementation Strategy Profile

Outcome Indicator(s): Age of First Use of Cigarettes
Risk Factor(s):
Service Population: General Population

Goal(s): Increase age first use of cigarettes
Protective Factor(s): Family Attachment (FD)
IOM Classification: Universal Direct
CSAP Categories(s): Community-Based Process

Prevention Plan: SFY16 Big Horn BG
Planned Strategy: Coordinated School Health/ School...
Strategy Frequency: Session-Based
Date Range: From 9/1/2015 To 3/30/2018

Description: Sessions for parents on how to talk with kids about alcohol
Session Count:

Created By:
Created Date:
Updated By:
Updated Date:
Venue:

Risk Categories:
Selected Risk Categories: Not Applicable
Comments:

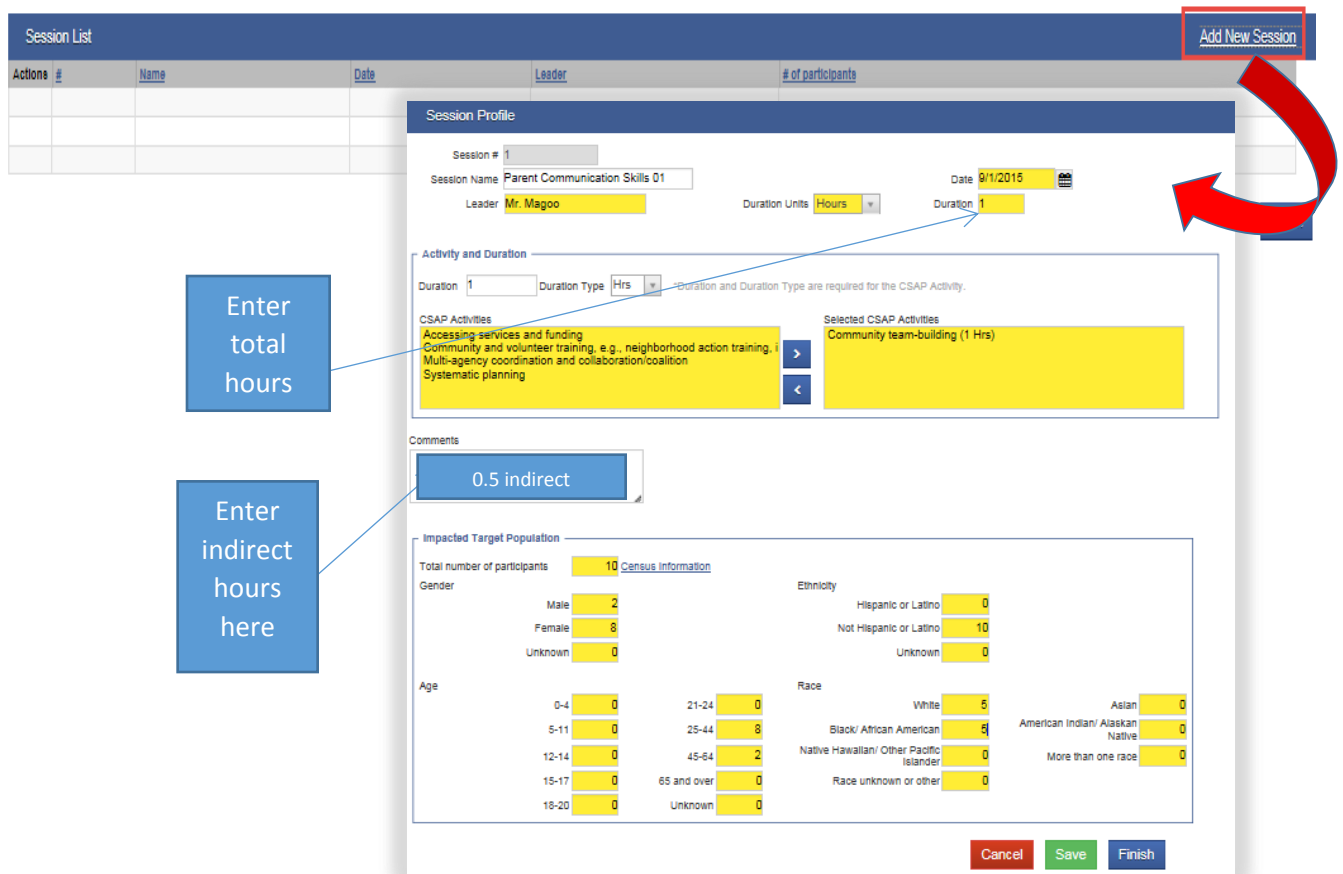
Approximate Cost:
Travel \$: \$0.00
Material \$: \$0.00
Space \$: \$0.00
Labor \$: \$0.00
Total \$: \$0.00

Impacted Target Population
Total number of participants: 0
Census Information
Gender: Male 0, Female 0, Unknown 0
Age: 0-4 0, 5-11 0, 12-14 0, 15-17 0, 18-20 0, 21-24 0, 25-44 0, 45-64 0, 65 and over 0, Unknown 0
Ethnicity: Hispanic or Latino 0, Not Hispanic or Latino 0, Unknown 0
Race: White 0, Black/ African American 0, Native Hawaiian/ Other Pacific Islander 0, Race unknown or other 0, Asian 0, American Indian/ Alaskan Native 0, More than one race 0

Administrative Actions
Sessions
Actual Expenditure

6. You will be presented with the **Session List** screen
7. Click on the **Add New Session** link
8. You will be presented with the **Session Profile** Screen
9. **Selected CSAP Activities** are validated against the **Duration** and **Duration Units** fields.
10. You must include any portion of the duration field that is indirect in the comments section as a number. i.e. "2.5 hours"
 - a. This means that if you spent 6 hours on the intervention including prep and the actual intervention combined, but you spent 3 hours preparing, you would put 6 (total hours) in the "duration" box and "3 hours" in the comment box to reflect the indirect time.
11. Enter the total (approximate) number of participants.
12. Using the grid, divide the same number of participants by:
 - a. Gender
 - b. Age
 - c. Ethnicity
 - d. Race
13. When finished, click on the **Save** button.

NOTE: The total number of participants, as well as all breakouts by gender, age, ethnicity and race, must total the same number.



The screenshot shows the 'Session Profile' form with the following fields and annotations:

- Session #**: 1
- Session Name**: Parent Communication Skills 01
- Leader**: Mr. Magoo
- Duration Units**: Hours
- Duration**: 1
- Date**: 9/1/2015
- Activity and Duration**:
 - Duration**: 1
 - Duration Type**: Hrs
 - CSAP Activities**: Accessing services and funding, Community and volunteer training, e.g., neighborhood action training, Multi-agency coordination and collaboration/coalition, Systematic planning
 - Selected CSAP Activities**: Community team-building (1 Hrs)
- Comments**: 0.5 indirect
- Impacted Target Population**:
 - Total number of participants**: 10
 - Gender**:
 - Male: 2
 - Female: 8
 - Unknown: 0
 - Age**:
 - 0-4: 0
 - 5-11: 0
 - 12-14: 0
 - 15-17: 0
 - 18-20: 0
 - 21-24: 0
 - 25-44: 8
 - 45-64: 2
 - 65 and over: 0
 - Unknown: 0
 - Ethnicity**:
 - Hispanic or Latino: 0
 - Not Hispanic or Latino: 10
 - Unknown: 0
 - Race**:
 - White: 5
 - Black/ African American: 5
 - Native Hawaiian/ Other Pacific Islander: 0
 - Race unknown or other: 0
 - Asian: 0
 - American Indian/ Alaskan Native: 0
 - More than one race: 0

Annotations include:

- A red arrow pointing to the 'Add New Session' link in the top right corner.
- A blue box labeled 'Enter total hours' pointing to the 'Duration' field.
- A blue box labeled 'Enter indirect hours here' pointing to the 'Comments' field.

14. The **Session Count** on the **Implementation Strategy Profile** is calculated by the system. It adds up all the sessions that appear in the **Session List**
15. The **Participant** and demographic counts on the **Implementation Strategy Profile** now match the **Participant** and demographic counts for the session that had the highest # of participants

[Add New Session](#)

Actions	#	Name	Date	Leader	# of participants
	1	Parent Communication Skills 01	9/1/2015	Mr. Magoo	10
	2	Parent Communication Skills 02	9/10/2015	Mr. Magoo	20

Implementation Strategy Profile

Outcome Indicator(s): Age of First Use of Cigarettes

Risk Factor(s):

Service Population: General Population

Goal(s): Increase age first use of cigarettes

Protective Factor(s): Family Attachment (FD)

IOM Classification: Universal Direct

CSAP Categories(s): Community-Based Process

Prevention Plan: SFY16 Big Horn BG

Planned Strategy: Coordinated School Health/ School...

Strategy Frequency: Session-Based

Date Range: From 9/1/2015 To 3/30/2016

Description: Sessions for parents on how to talk with kids about alcohol

Session Count: 2

Created By: Canham, Patty

Created Date: 5/31/2016 11:14 PM

Updated By: Canham, Patty

Updated Date: 5/31/2016 11:14 PM

Venue:

Risk Categories: > Selected Risk Categories: Not Applicable

Comments:

Approximate Cost

Travel \$	\$0.00
Material \$	\$0.00
Space \$	\$0.00
Labor \$	\$0.00
Total \$	\$0.00

Impacted Target Population

Total number of participants: 20 [Census Information](#)

Gender		Ethnicity	
Male	10	Hispanic or Latino	0
Female	10	Not Hispanic or Latino	20
Unknown	0	Unknown	0
Age		Race	
0-4	0	White	10
5-11	0	Black/ African American	5
12-14	0	Native Hawaiian/ Other Pacific Islander	0
15-17	0	Race unknown or other	0
18-20	0	Asian	5
		American Indian/ Alaskan Native	0
		More than one race	0

4.4 Recurring Frequency

Recurring strategies are much like one-time strategies, except that they will have certain fields captured on the profile screen, and other fields captured as each varied activity is implemented. It is good to use this frequency type to capture a series of recurring meetings that typically have the same participants (e.g. Coordination meetings, policy meetings, etc.)

1. Enter required fields.
2. When finished, click on the **Save** button.
3. Click on the [Activities](#) link in the [Administrative Actions](#) to launch the [Activities Search](#) and [Activities List](#) screen.

Implementation Strategy Profile

Outcome Indicator(s):
Age of First Use of Cigarettes

Risk Factor(s):

Service Population: General Population

Goal(s): Increase age first use of cigarettes

Protective Factor(s):
Family Attachment (FD)

IOM Classification: Universal Direct

CSAP Categories(s):
Community-Based Process

Prevention Plan: SFY16 Big Horn BG

Planned Strategy: Coordinated School Health/ School...

Strategy Frequency: Recurring

Description: recurring meetings on policy for healthy school environment

Created By:

Created Date:

Updated By:

Updated Date:

Risk Categories:

Selected Risk Categories: Not Applicable

Comments:

Approximate Cost

Travel \$	\$0.00
Material \$	\$0.00
Space \$	\$0.00
Labor \$	\$0.00
Total \$	\$0.00

Impacted Target Population

Total number of participants: 10

Census Information

Gender

Male	5
Female	5
Unknown	0

Age

0-4	0	21-24	0
5-11	0	25-44	5
12-14	0	45-64	5
15-17	0	65 and over	0
18-20	0	Unknown	0

Ethnicity

Hispanic or Latino	0
Not Hispanic or Latino	10
Unknown	0

Race

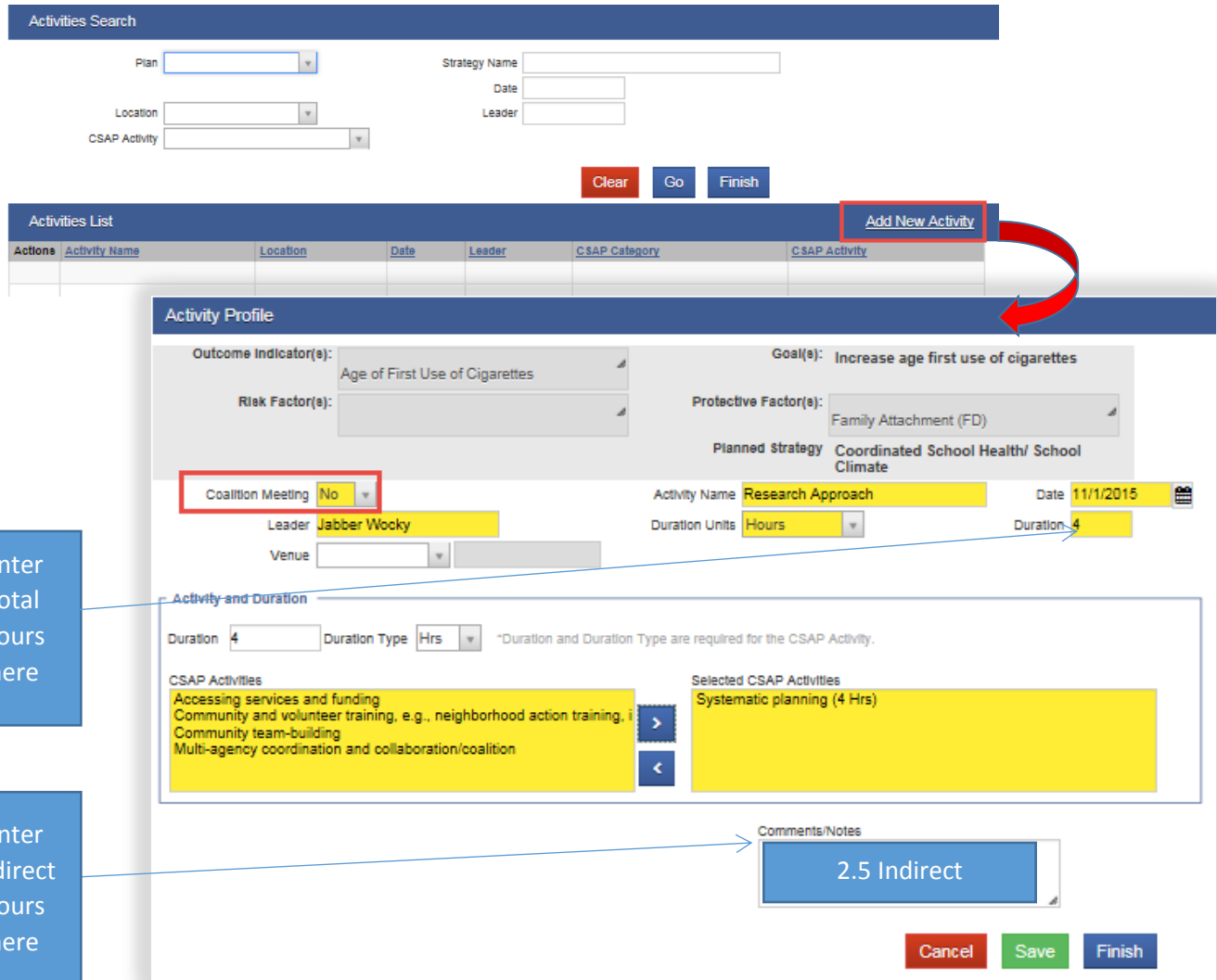
White	10	Asian	0
Black/ African American	0	American Indian/ Alaskan Native	0
Native Hawaiian/ Other Pacific Islander	0	More than one race	0
Race unknown or other	0		

Administrative Actions

Activities

Actual Expenditure

4. May use the **Activities Search** screen to search for activities to ensure there are no duplicates.
5. From the **Activities List** screen click on the **Add New Activity** link.
6. This will launch the **Activity Profile** screen.
7. For non-coalition activities – select 'No' in the **Coalition Meeting** field and complete the required fields.
8. **Selected CSAP Activities** are validated against the **Duration** and **Duration Units** fields.
9. You must include any portion of the duration field that is indirect in the comments section as a number. i.e. "2.5 hours"
 - a. This means that if you spent 6 hours on the intervention including prep and the actual intervention combined, but you spent 3 hours preparing, you would put 6 (total hours) in the "duration" box and "3 hours" in the comment box to reflect the indirect time.
10. Click **Save** or **Finish** to save your activity.



Activities Search

Plan Strategy Name

Date

Location Leader

CSAP Activity

Clear **Go** **Finish**

Activities List **Add New Activity**

Actions	Activity Name	Location	Date	Leader	CSAP Category	CSAP Activity

Activity Profile

Outcome Indicator(s): Age of First Use of Cigarettes

Risk Factor(s):

Goal(s): Increase age first use of cigarettes

Protective Factor(s): Family Attachment (FD)

Planned Strategy: Coordinated School Health/ School Climate

Coalition Meeting: **No**

Activity Name: Research Approach

Date: 11/1/2015

Leader: Jabber Wocky

Duration Units: Hours

Duration: 4

Venue:

Activity and Duration

Duration: 4 Duration Type: Hrs *Duration and Duration Type are required for the CSAP Activity.

CSAP Activities

- Accessing services and funding
- Community and volunteer training, e.g., neighborhood action training.
- Community team-building
- Multi-agency coordination and collaboration/coalition

Selected CSAP Activities

- Systematic planning (4 Hrs)

Comments/Notes

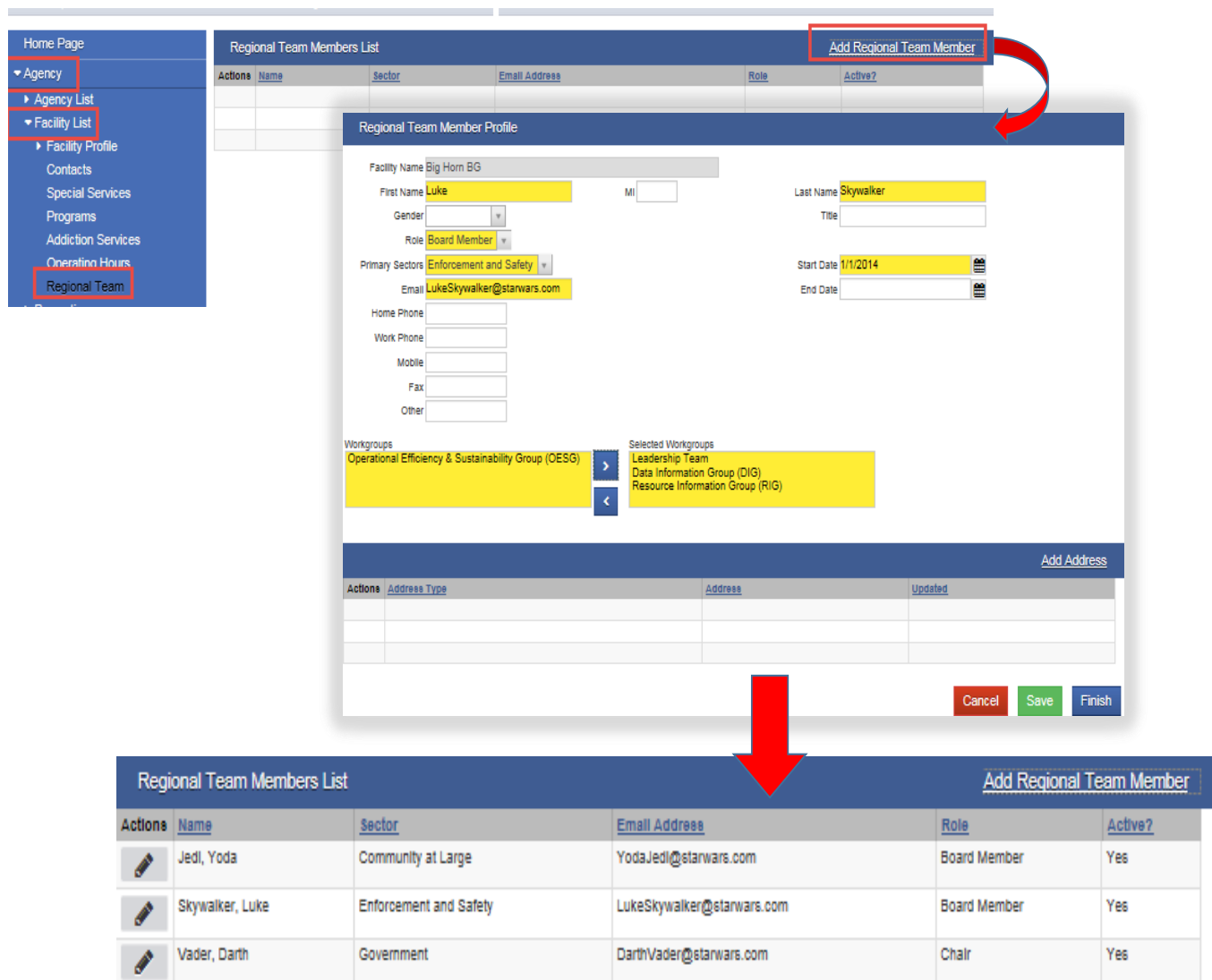
2.5 Indirect

Cancel **Save** **Finish**

Coalition Meeting Pre-requisites

Prior to setting up a coalition activity on a recurring strategy – need to define the Regional Team members that make up that coalition.

1. From the left navigation menu click on Agency > Facility > Regional team
2. You will be presented with the Regional Team Members List. Click on the Add Regional Team Member link.
3. Complete the Regional Team Member Profile required fields
4. Repeat this for all Regional Team Members



Regional Team Members List

Actions	Name	Sector	Email Address	Role	Active?

[Add Regional Team Member](#)

Regional Team Member Profile

Facility Name: Big Horn BG

First Name: Luke, MI: , Last Name: Skywalker

Gender: , Title:

Role: Board Member

Primary Sectors: Enforcement and Safety, Start Date: 1/1/2014, End Date:

Email: LukeSkywalker@starwars.com

Home Phone: , Work Phone: , Mobile: , Fax: , Other:

Workgroups: Operational Efficiency & Sustainability Group (OESG), Selected Workgroups: Leadership Team, Data Information Group (DIG), Resource Information Group (RIG)

[Add Address](#)

Actions	Address Type	Address	Updated

Cancel Save Finish

Regional Team Members List

Actions	Name	Sector	Email Address	Role	Active?
	Jedi, Yoda	Community at Large	YodaJedi@starwars.com	Board Member	Yes
	Skywalker, Luke	Enforcement and Safety	LukeSkywalker@starwars.com	Board Member	Yes
	Vader, Darth	Government	DarthVader@starwars.com	Chair	Yes

Capturing Coalition Meetings on Recurring Implemented Strategy

1. Now – when you enter an activity for a recurring activity and select “Yes” on the **Coalition Meeting** field, have several new fields appear.
2. **Workgroup type** provides a dropdown of the values that were defined when the Regional Teams were created.
3. **Attendees** field will be populated from that list of names that were associated with the **Workgroup Type**.
4. The system will calculate the #Participants field when Attendees are selected.

Outcome Indicator(s):

Age of First Use of Cigarettes

Risk Factor(s):

Goal(s):

Increase age first use of cigarettes

Protective Factor(s):

Family Attachment (FD)

Planned Strategy

Coordinated School Health/ School Climate

Coalition Meeting

Yes

Leader

Nancy Drew

Workgroup Type

Leadership Team

Activity Name

Leadership Review of Strategy

Date

10/1/2015

Duration Units

Hours

Duration

1

Attendees

Jedi, Yoda

Selected Attendees

Skywalker, Luke

Purpose of Meeting

Leadership team met to establish guidelines for PSAs / announcements

#Participants

1

Venue

Duration

1

Duration Type

Hrs

*Duration and Duration Type are required for the CSAP Activity.

CSAP Activities

Accessing services and funding

Community and volunteer training, e.g., neighborhood action training, f

Community team-building

Systematic planning

Selected CSAP Activities

Multi-agency coordination and collaboration/coalition (1 Hrs)

Sectors

Not Applicable

Business

Community at Large

Education

Selected Sectors

Enforcement and Safety

Comments/Notes

Cancel

Save

Finish

4.6 Actual Expenditures

Actual expenditures need to be created for all implemented strategy frequency types. When you click on the Actual Expenditures Administrative actions link – will see the following.

1. **Approximate Cost** fields are populated from the same fields entered on the Implemented Strategy Profile Screen
2. In the **Cost Allocation** section hover the cursor over the Actions pencil icon and click the **Edit** action on the **Funding Source** row you want to update.
3. That will cause an amount field to become editable, and the **Update** link to appear. Enter the amount for that funding source and click the **Update** link.
4. This causes the **Amount** for that **Funding Source** to be updated with the amount you entered.

Administrative Actions

[Actual Expenditure](#)

↓

Actual Expenditure Allocation

Approximate Cost

Travel \$	\$0.00
Material \$	\$50.00
Space \$	\$0.00
Labor \$	\$100.00
Total \$	\$150.00

Notes

Cost Allocation

		\$0.00	Update
Actions	Funding Source	Amount	
	Block Grant	\$0.00	
	Charitable	\$0.00	

Edit

Cost Allocation

		75.00	Update
Actions	Funding Source	Amount	
	Block Grant	\$50.00	
	Charitable	\$0.00	

Cost Allocation

			Update
Actions	Funding Source	Amount	
	Block Grant	\$50.00	
	Charitable	\$75.00	

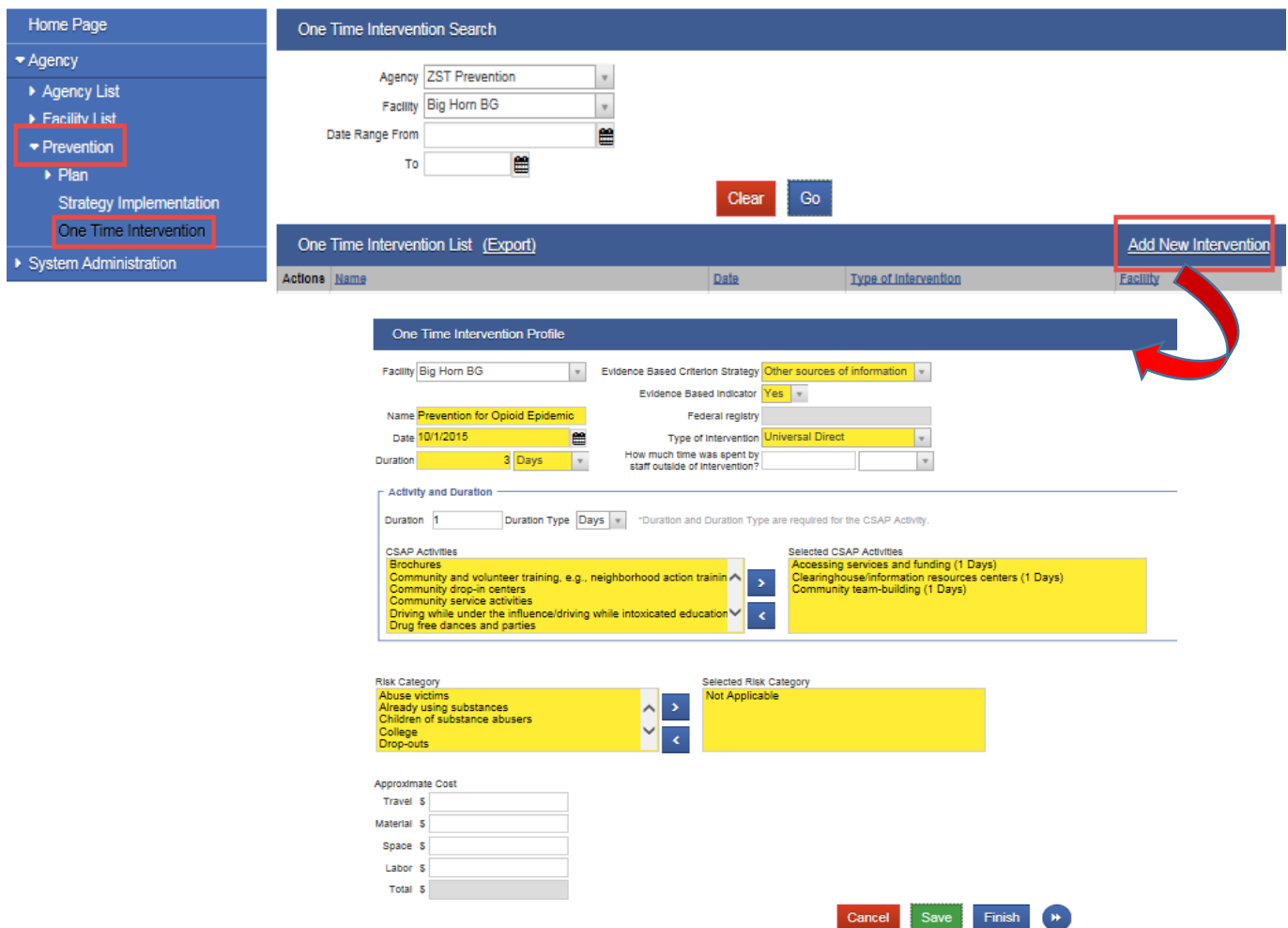
Section 5. One Time Intervention

5.1 Overview

Montana Operational Policy: One time interventions are to be used when changes are needed that fall outside the current approved plan. For example, you have been struggling to get the school on board and you get a call unexpectedly from them requesting you to come and give a presentation to parents about the dangers and data regarding underage drinking. If you do not have anywhere to cover this time in your approved Logic Model, this presentation would be captured as a one time intervention. You must have CDB approval before implementing any one time interventions

5.2 One Time Intervention Process

1. From the left navigation menu – click on Agency > Prevention > Plan > One Time Intervention.
2. This will take you to the One Time Intervention Search and List Screen.
3. Click on the Add New Intervention link to document a one time intervention.
4. Complete the required fields and click on the Save or Finish button to save the record.



The screenshot displays the WITS Prevention User's Guide interface. On the left is a navigation menu with the following items: Home Page, Agency, Agency List, Facility List, Prevention (highlighted with a red box), Plan, Strategy Implementation, One Time Intervention (highlighted with a red box), and System Administration. The main content area is titled 'One Time Intervention Search' and includes fields for Agency (ZST Prevention), Facility (Big Horn BG), and Date Range (From and To). Below these fields are 'Clear' and 'Go' buttons. A table titled 'One Time Intervention List (Export)' is shown, with columns for Actions, Name, Date, Type of Intervention, and Facility. An 'Add New Intervention' link is highlighted with a red box and a red arrow pointing to the 'One Time Intervention Profile' form. The profile form includes fields for Facility (Big Horn BG), Evidence Based Criterion Strategy (Other sources of information), Evidence Based Indicator (Yes), Name (Prevention for Opioid Epidemic), Date (10/1/2015), Duration (3 Days), and Type of Intervention (Universal Direct). Below these fields is a section for 'Activity and Duration' with a list of CSAP Activities (Brochures, Community and volunteer training, etc.) and a list of Selected CSAP Activities (Assessing services and funding, etc.). At the bottom, there are fields for Risk Category (Abuse victims, etc.) and Selected Risk Category (Not Applicable). A section for 'Approximate Cost' includes fields for Travel, Material, Space, Labor, and Total. At the bottom right are 'Cancel', 'Save', 'Finish', and a right arrow button.

Section 6. Technical Assistance \ Support

5.1 Overview

After receiving training, Prevention Providers and Specialists may have questions on WITS, or on State \ BAMS expectations for data entry of their Prevention Plans. This section outlines frequently asked questions and steps that may be followed to address issues.

5.2 Frequently Asked Questions

#	Question\Issue Description	Steps for Resolution
01.	My login or password doesn't work <ul style="list-style-type: none"> system is telling me it is invalid system is telling me I am logged into another IP address system says I am locked out 	Prevention Specialist: <ul style="list-style-type: none"> Take a screenshot of the WITS screen, including your agency\location information. Send the screenshot along with the login you were attempting to use to Rona Mcomber RMcOmber@mt.gov (406) 563-7054 Montana WITS Support Contact <ul style="list-style-type: none"> Will notify you once the problem is resolved.
02.	I've logged into WITS but I don't see the Prevention menu options	Prevention Specialist: <ul style="list-style-type: none"> Take a screenshot of the WITS screen, including your agency\location information. Send the screenshot along with description of issue you are having to Rona Mcomber RMcOmber@mt.gov (406) 563-7054 Montana WITS Support Contact <ul style="list-style-type: none"> Update the Agency type to "Prevention Provider".
03.	Can't update the plan as all the fields are grayed out.	This is occurring because you are attempting to edit a Prevention Plan that is active or has been submitted for approval. If you need to make changes to the plan follow these steps: <ul style="list-style-type: none"> From left navigation menu go to Prevention > Plan You will see Prevention Plan Search and list screen Click on the Clear button, then the Go button You will see list of all plans Select the plan that is in Draft mode to modify If there is no plan in Draft mode – select the latest version of the plan you want to modify and click on the "Update Current Version" Administrative Action link
04.	I'm trying to enter my plan profile, but it says the Contract field is required – but there are no options to select – I can't save the Plan Profile as it is a required field	Prevention Specialist: <ul style="list-style-type: none"> Take a screenshot of the WITS screen, including your agency\location information. Send the screenshot along with description of issue you are having to Rona Mcomber RMcOmber@mt.gov (406) 563-7054 Montana WITS Support Contact <ul style="list-style-type: none"> In the context of the BAMS agency – establish a contract

		for the agency of the prevention specialist that reported the issue.
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#	Question\Issue Description	Steps for Resolution
05.	I don't see the intervention I need to use when creating a planned strategy in WITS	Prevention Specialist: <ul style="list-style-type: none"> Take a screenshot of the WITS screen, including your agency\location information. Send the screenshot along with description of issue you are having to Rona Mcomber RMcOmber@mt.gov (406) 563-7054 Montana WITS Support Contact Determine if the intervention needs to be added to the Prevention Strategy Type Code Table.
06.	I am trying to enter an actual expenditure on an implemented strategy but no funding sources (e.g. Block Grant, Partnership for Success) appear.	This is occurring because there were no Planned Expenditures set up in your WITS Prevention Plan. You will need to make a draft version of the Prevention Plan you are working with, add the Planned Expenditures on the Planned Strategy and resubmit your plan for approval. Once approved, you will be able to add Actual Expenditures on the Implemented Strategies.
07.	All other questions	Prevention Specialist: <ul style="list-style-type: none"> Take a screenshot of the WITS screen, including your agency\location information. Send the screenshot along with description of issue you are having to Rona Mcomber RMcOmber@mt.gov (406) 563-7054 Montana WITS Support Contact Triage the issue, if the system is not behaving according to the Montana business requirements, contact WITS support desk for analysis and resolution.